

TAB 3



**SPECIAL FUNCTION PERMIT APPLICATION**

EVENT NAME: De Soto Heritage Festival Grand Parade  
APPLICANT: Hernando de Soto Historical Society, Inc.  
ADDRESS: 910 Third Avenue West, Bradenton, FL 34205  
CONTACT: Sharon McGlynn, Executive Director

EVENT DATE: Saturday, April 25, 2009  
EVENT TIME: 6:30 pm - 11:00 pm  
PHONE: 941-747-1998  
PHONE: 941-747-1998

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**DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.:** Starts at Hawkins Stadium, proceeds east on Manatee Avenue, ends at 9th Street. Disperses on Manatee Avenue between 9th St and 1st Street. See attached map of the Parade route.

**CITY SERVICES REQUIRED:**

POLICE: Streets Blocked: \_\_\_\_\_ Traffic Control: X Security: \_\_\_\_\_ Other: \_\_\_\_\_  
PUBLIC WORKS: Barricades: \_\_\_\_\_ Clean-up: \_\_\_\_\_ Set-up: \_\_\_\_\_ Other: \_\_\_\_\_

*If a temporary restroom is utilized for a period greater than five (5) days, a Temporary Use Permit is required. Application is available at City Hall.*

**TEMPORARY RESTROOM FACILITIES:** # of units: \_\_\_\_\_ # of days: \_\_\_\_\_  
Proposed location(s): \_\_\_\_\_

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**INSURANCE REQUIREMENT:** Organized events open to the public require insurance naming the City of Palmetto as an "Additional Insured" and the insurance policy must be provided to the City Clerk ten (10) days prior to the event. If you have entered into a rental agreement for a City facility for a private event, no insurance is required. **Please review Exhibit A for insurance coverage requirements.**

---

The Special Function Permit Application must be submitted to City Commission for approval at least 30 days prior to the event. Sale or consumption of alcoholic beverages on City property is strictly prohibited. If your event will include the use of loudspeakers, you may be required to apply for a Special Permit Exception to the City's Noise Ordinance (See Chapter 5-Amusements, of the City of Palmetto Code of Ordinances).

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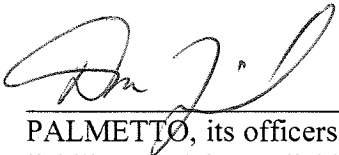
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EVENT: De Soto Heritage Festival Grand Parade

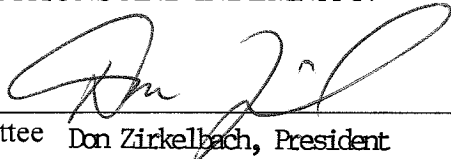
Event Date: Saturday, April 25, 2009

**INDEMNITY**




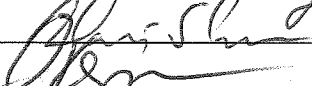

(Permittee) agrees to defend, indemnify, and hold harmless the CITY OF PALMETTO, its officers, agents, employees, and volunteers from all loss, cost, and expense arising out of any liability or claim or liability for personal injury, bodily injury to persons, contractual liability and damage to property sustained or claimed to have been sustained arising out of activities of the Permittee or those of any of its officers, agents, employees, licensees, or invitees, whether such act is authorized by this permit or not; and Permittee shall pay for any and all damage to the property of the CITY OF PALMETTO, or loss or theft of such property, done or caused by such persons. CITY OF PALMETTO assumes no responsibility whatsoever for any property placed on the premises. Permittee further agrees to waive all rights of subrogation against CITY OF PALMETTO. The provisions of this paragraph clause do not apply to any damage or loss caused solely by the negligence of the CITY OF PALMETTO or any of its agents or employees.

I HAVE READ AND UNDERSTAND THE ABOVE SPECIAL FUNCTION PERMIT APPLICATION CONDITIONS AND INDEMNITY.



Permittee Don Zirkelbach, President 11/6/08

**CITY APPROVAL:**

<i>In person</i> Public Works Director <u></u>	Date <u>11/18/08</u>
Planning & Zoning <u></u>	Date <u>11/13/08</u>
Risk Management <u></u>	Date <u>11-17-08</u>
Parks Department <u>Geoff Seger (SEE ATTACHMENT)</u>	Date <u>11/12/08</u>
Police Department _____	Date _____
North River Fire _____	Date _____
APPROVED BY COMMISSION: _____	Date _____

Internal use only  
Date Received: \_\_\_\_\_

Special Function Permit Application  
Page 2

EVENT: De Soto Heritage Festival Grand Parade

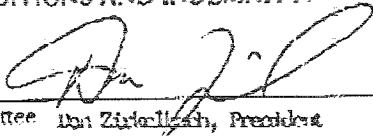
Event Date: Saturday, April 25, 2009

INDEMNITY



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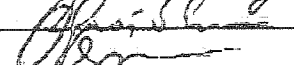


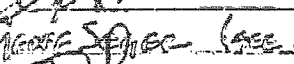
Permittee Don Zickelbach, President

11/6/08


CITY APPROVAL:

*Selection* Public Works Director 

Planning & Zoning 

Risk Management 

Parks Department GEORGE SEIBER (SEE ATTACHMENT)

Police Department 

North River Fire \_\_\_\_\_

Date 11/18/08

Date 11/17/08

Date 11-17-08

Date 11/17/08

Date 11/20/08

Date \_\_\_\_\_

Date \_\_\_\_\_

APPROVED BY COMMISSION: \_\_\_\_\_

Internal use only Date Received: _____
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Special Function Permit Application  
Page 2

EVENT: De Soto Heritage Festival Grand Parade

Event Date: Saturday, April 25, 2009

INDEMNITY

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Don Zirkelbach  
Permittee Don Zirkelbach, President 11/6/08

CITY APPROVAL:

Public Works Director	<u>[Signature]</u>	Date	<u>11/18/08</u>
Planning & Zoning	<u>[Signature]</u>	Date	<u>11/13/08</u>
Risk Management	<u>[Signature]</u>	Date	<u>11-17-08</u>
Parks Department	<u>GEORGE SEGER (SEE ATTACHMENT)</u>	Date	<u>11/12/08</u>
Police Department	_____	Date	_____
North River Fire	<u>[Signature]</u>	Date	<u>11-19-08</u>
APPROVED BY COMMISSION:	_____	Date	_____

Internal use only  
Date Received: \_\_\_\_\_

Special Function Permit/Temporary Use Permit Application

DeSoto Heritage Festival Grand Parade  
Hernando de Soto Historical Society, Inc.

Saturday, April 25, 2009  
6:30 p.m. – 11:00 p.m.

Road closures for parade (map attached)












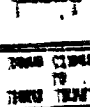

COSTS associated with setting up and taking down traffic control signage:

2 men @ \$30.00/hour (5 hours each)	\$300.00
City truck (5 hours)	in kind
19 traffic control signs	in kind
40 cones	in kind

Police assistance also requested.

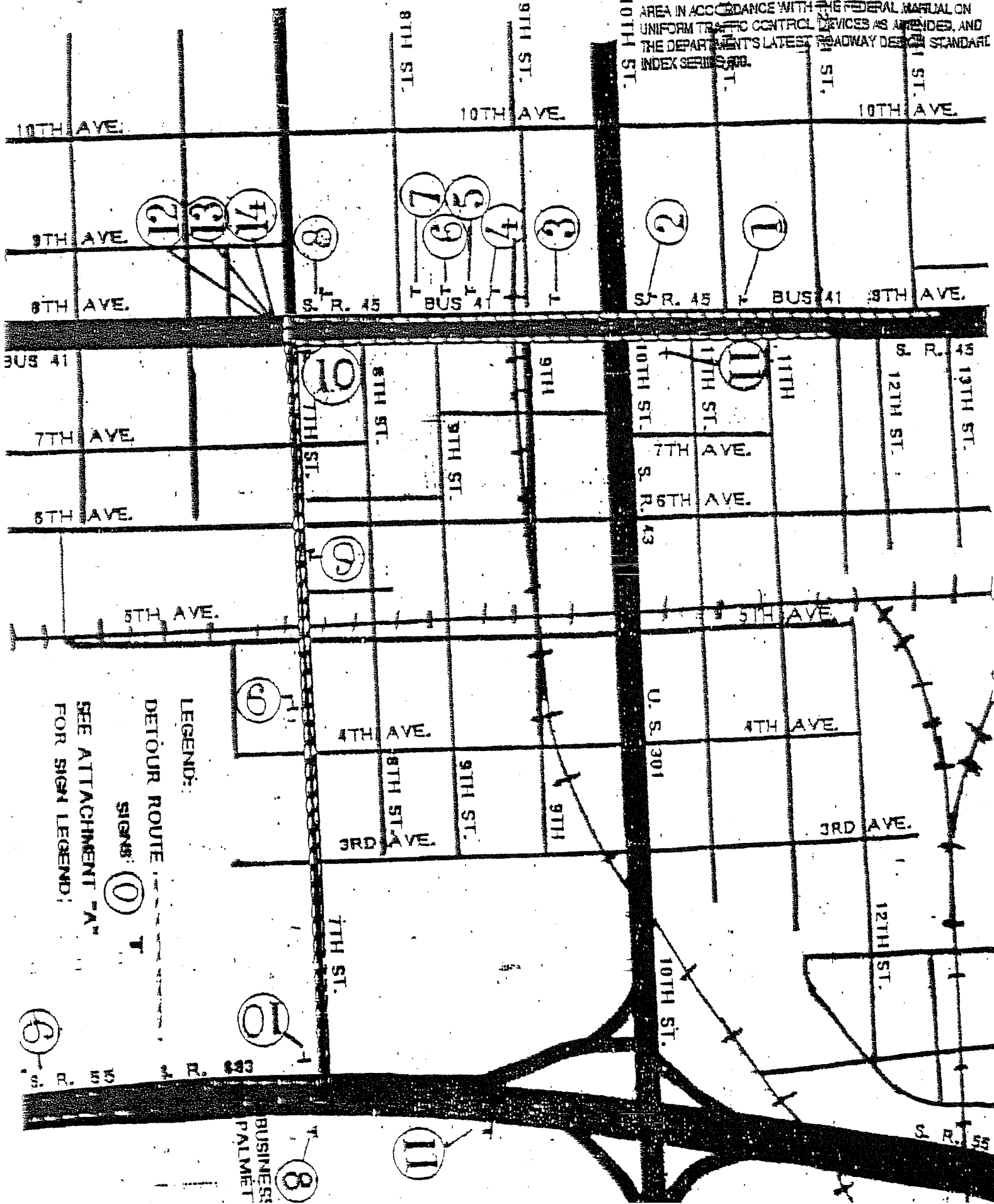
# ATTACHMENT "A"

## SIGN LEGEND:

1.  1 SIGN <sup>DETOUR</sup> ~~Road Closed~~ 1500'
2.  1 SIGN Detour 1000'
3.  1 SIGN Right Lane Closed Ahead.
4.  1 SIGN Bridge Closed Ahead
5.  1 SIGN Merge LEFT
6.  2 SIGNS Detour 500'
7.  1 SIGN Detour Ahead
8.  2 SIGNS LEFT DETOUR
9.  2 SIGNS DETOUR
10.  2 SIGNS Right DETOUR
11.  2 SIGNS — END DETOUR
12.  1 SIGN TYPE III BARRICADE
13.  1 SIGN Road Closed to Heavy Traffic

 DETOUR ←

THE PERMITTEE IS RESPONSIBLE FOR THE PLACEMENT AND DISPLAY OF SAFETY DEVICES THROUGH THE EVENT AREA IN ACCORDANCE WITH THE FEDERAL MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES AS AMENDED, AND THE DEPARTMENT'S LATEST ROADWAY DESIGN STANDARDS INDEX 301 AND 303.



LEGEND:

DETOUR ROUTE

SIGN:



SEE ATTACHMENT "A" FOR SIGN LEGEND:

BUSINESS PALMETT



S. R. 55



# HERNANDO DE SOTO HISTORICAL SOCIETY, Inc.

THE SPANISH MANOR HOUSE  
910 THIRD AVENUE WEST  
BRADENTON, FL 34205



(941) 747-1998  
FAX (941) 747-7953  
www.desotohq.com

November 6, 2008

Geoff Segar  
Public Works Department  
City of Palmetto  
600 17<sup>th</sup> Street W  
Palmetto, FL 34221

Dear Geoff,

The De Soto Heritage Festival requests permission to stage its annual Children's Parade on Friday, April 10, 2009 at 10 a.m. Also requested is police assistance for traffic control along the Parade route. Enclosed is the required Special Function Permit Application.

The Grand Parade date is Saturday, April 25, 2009 it will start at 6:30 p.m. The route is anticipated to be the same as last year, with the Parade dispersing on Manatee Avenue between 9<sup>th</sup> Street and 1<sup>st</sup> Street. City of Palmetto Police assistance, coordinated with the City of Bradenton Police Department, is requested. Enclosed is the required Special Function Permit Application.

We also request permission to place De Soto banners at banner display locations in Palmetto during the Festival. The requested weeks are March 30 – April 6, 2009 for the SeaFood Fest and April 3 – April 10, 2009 for the Children's Parade. Payment in the amount of \$50 is enclosed. Also enclosed is a certificate of insurance naming the City of Palmetto additional insured. A new certificate will be sent to you when our policy renews in January 2009.

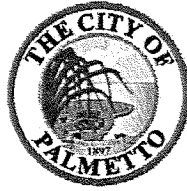
The City of Palmetto's continuing support is always greatly appreciated. As in previous years, a written statement confirming the City Council's approval will assist our office in planning the parades.

Please contact me at 747-1998 if additional information is required.

Sincerely,

Sharon McGlynn  
Executive Director

Pc: Don Zirkelbach, President



**SPECIAL FUNCTION PERMIT APPLICATION**

EVENT NAME: De Soto Heritage Festival Children's Parade

EVENT DATE: April 10, 2009

APPLICANT: Hernando de Soto Historical Society, Inc.

EVENT TIME: 10:00 am - 3:00 pm

ADDRESS: 910 Third Avenue West, Bradenton

PHONE: 941-747-1998

CONTACT: Sharon McGlynn, Executive Director

PHONE: 941-747-1998

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DETAILS OF FUNCTION: LOCATION, PARADE ROUTE, ETC.: Use of Sutton and Lamb Parks  
for Children's activities. Use of gazebo and no parking signs on 10th Avenue.

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**CITY SERVICES REQUIRED:**

POLICE: Streets Blocked: X Traffic Control: X Security: \_\_\_\_\_ Other: \_\_\_\_\_

PUBLIC WORKS: Barricades: ✓ Clean-up: \_\_\_\_\_ Set-up: \_\_\_\_\_ Other: \_\_\_\_\_

see attached for streets blocked

*If a temporary restroom is utilized for a period greater than five (5) days, a Temporary Use Permit is required. Application is available at City Hall.*

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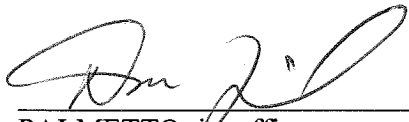
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Special Function Permit Application  
Page 2

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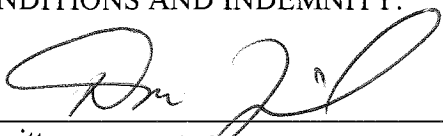
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Permittee Don Zirkelbach, President 11/6/08

CITY APPROVAL:

Public Works Director		Date	<u>11/18/08</u>
Planning & Zoning		Date	<u>11/13/08</u>
Risk Management		Date	<u>11/17/08</u>
Parks Department	<u>Geoff Seager (SEE ATTACHMENT)</u>	Date	<u>11/12/08</u>
Police Department	_____	Date	_____
North River Fire	_____	Date	_____
APPROVED BY COMMISSION:	_____	Date	_____

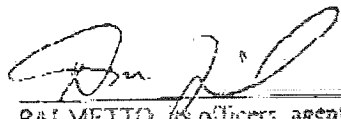
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Date Received: \_\_\_\_\_

Special Function Permit Application  
Page 2

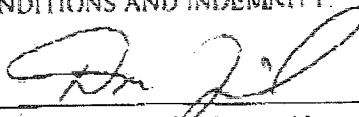
EVENT: De Soto Heritage Festival Children's Parade

Event Date: April 10, 2009


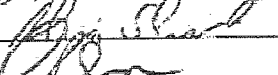


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CITY APPROVAL:

Public Works Director		Date	<u>11/18/08</u>
Planning & Zoning		Date	<u>11/12/08</u>
Risk Management		Date	<u>11/17/08</u>
Parks Department	<u>GRACE SASS (906-222-0000)</u>	Date	<u>11/12/08</u>
Police Department		Date	<u>11/20/08</u>
North River Fire		Date	
APPROVED BY COMMISSION:		Date	

Internal use only  
Date Received: \_\_\_\_\_

Special Function Permit Application  
Page 2

EVENT: De Soto Heritage Festival Children's Parade

Event Date: April 10, 2009

INDEMNITY

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Permittee Don Zirkelbach, President 11/6/08

CITY APPROVAL:

Public Works Director [Signature]  
Planning & Zoning [Signature]  
Risk Management [Signature]  
Parks Department Geoff Seager (756 ATTACHMENT)  
Police Department \_\_\_\_\_  
North River Fire [Signature]  
APPROVED BY COMMISSION: \_\_\_\_\_

Date 11/18/08  
Date 11/12/08  
Date 11/17/08  
Date 11/12/08  
Date \_\_\_\_\_  
Date 11-19-08  
Date \_\_\_\_\_

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Special Function Permit/Temporary Use Permit Application

DeSoto Heritage Festival Children's Parade  
Hernando de Soto Historical Society, Inc.

Friday, April 10, 2009  
10:00 a.m. – 3:00 p.m.

Sutton & Lamb Parks  
Road closures/traffic control for parade (map attached)

COSTS associated with parade and event at Sutton/Lamb parks:

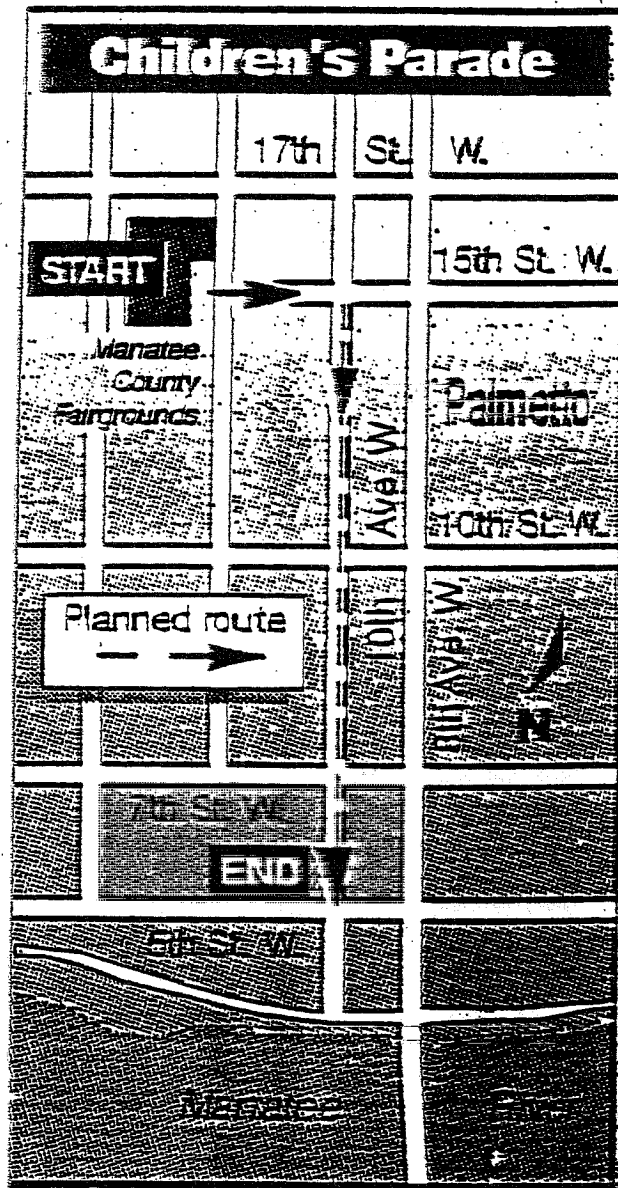
4 men @ \$30.00/hour (3 hours each)	\$360.00
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IN-KIND services provided last year/requested this year)

2 City truck (3 hours each)	45.00
200 cones	in kind
Sutton/Lamb Park Rental	145.00

Police assistance also requested.

# De Soto Heritage Festival Children's Parade Route



# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)  
1/25/08

PRODUCER  
Haas & Wilkerson, Inc.  
913-432-4400  
4300 Shawnee Mission Parkway  
Fairway, KS 66205

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED  
Desoto Heritage Festival/  
Hernando DeSoto Historical Soc  
910 Third Ave W  
Bradenton FL 34205

COMPANIES AFFORDING COVERAGE	
COMPANY A	Ace American Insurance Company
COMPANY B	
COMPANY C	
COMPANY D	

## COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT	G20661902	1/30/08	1/30/09	GENERAL AGGREGATE \$ 5000000
					PRODUCTS - COMP/OP AGG \$ 5000000
					PERSONAL & ADV INJURY \$ 1000000
					EACH OCCURRENCE \$ 1000000
					FIRE DAMAGE (Any one fire) \$ 500000
					MED EXP (Any one person) \$ EXCLUDED
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT \$
					BODILY INJURY (Per person) \$
					BODILY INJURY (Per accident) \$
					PROPERTY DAMAGE \$
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$
					OTHER THAN AUTO ONLY:
					EACH ACCIDENT \$
					AGGREGATE \$
	<b>EXCESS LIABILITY</b> <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE \$
					AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> THE PROPRIETOR/ PARTNERS/EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCL <input type="checkbox"/> EXCL				WC STATUTORY LIMITS OTH-ER
					EL EACH ACCIDENT \$
					EL DISEASE - POLICY LIMIT \$
					EL DISEASE - EA EMPLOYEE \$
A	<b>OTHER</b> Liquor Liability	G20661902	1/30/08	1/30/09	\$1,000,000 Each Common Cause \$1,000,000 Aggregate

### DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

The Certificate Holder is named as Additional Insured on the Commercial General Liability Policy but only with respect to liability arising out of the named insured's operations or premises owned by or rented to the named insured per form CG2026.

### CERTIFICATE HOLDER

City of Palmetto  
516 8th Ave. W.  
Palmetto, FL 34221

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

*William R. Wilkerson III*



# HERNANDO DE SOTO HISTORICAL SOCIETY, Inc.

THE SPANISH MANOR HOUSE  
910 THIRD AVENUE WEST  
BRADENTON, FL 34205



(941) 747-1998  
FAX (941) 747-7953  
www.desotohq.com

November 6, 2008

Geoff Segar  
Public Works Department  
City of Palmetto  
600 17<sup>th</sup> Street W  
Palmetto, FL 34221

Dear Geoff,

The De Soto Heritage Festival requests permission to stage its annual Children's Parade on Friday, April 10, 2009 at 10 a.m. Also requested is police assistance for traffic control along the Parade route. Enclosed is the required Special Function Permit Application.

The Grand Parade date is Saturday, April 25, 2009 it will start at 6:30 p.m. The route is anticipated to be the same as last year, with the Parade dispersing on Manatee Avenue between 9<sup>th</sup> Street and 1<sup>st</sup> Street. City of Palmetto Police assistance, coordinated with the City of Bradenton Police Department, is requested. Enclosed is the required Special Function Permit Application.

We also request permission to place De Soto banners at banner display locations in Palmetto during the Festival. The requested weeks are March 30 – April 6, 2009 for the SeaFood Fest and April 3 – April 10, 2009 for the Children's Parade. Payment in the amount of \$50 is enclosed. Also enclosed is a certificate of insurance naming the City of Palmetto additional insured. A new certificate will be sent to you when our policy renews in January 2009.

The City of Palmetto's continuing support is always greatly appreciated. As in previous years, a written statement confirming the City Council's approval will assist our office in planning the parades.

Please contact me at 747-1998 if additional information is required.

Sincerely,

Sharon McGlynn  
Executive Director

Pc: Don Zirkelbach, President